

1958

INSTRUCTIONS FOR USING THE REVISED COURIER RECEIPT AND THE NEW AGENCY CHAIN ENVELOPE

1. Form 240 (formerly known as "Courier's Classified Mail Receipt," now titled, "Courier Receipt and Log Record") has been revised to serve several purposes. It is now a four-part carbon interleaved snap-out form. At one writing, copies of the form are made for addressing, receipting, and logging of classified materials transmitted within headquarters through the courier system. The form meets all security requirements for logging material classified up through SECRET.

2. Revised Form 240 is also designed for use with the new Agency Chain Envelope. This envelope has been approved by the Office of Security for transmitting within headquarters material classified up through SECRET. It can also be used as the outer wrapper for double wrapped material, except that classified TOP SECRET. In addition to meeting these security requirements, the new envelope offers the following advantages:

Saves time — You can address an envelope and attach a receipt in one operation. Simply insert the receipt in the window pocket on the face of the envelope. If a courier receipt is not needed, insert a 3" x 5" card and write in the address.

Saves money — These envelopes may be used repeatedly.

Saves safe space — Safe space will not be needed for used envelopes since names and addresses will not appear on them.

3. The following instructions govern use of the revised Form 240 and the new Chain Envelope:

a. Complete Form 240 fully. It is not necessary to enter a serial number; each form is prenumbered for positive identification. Since this number is for identification only, sequence of issuance is not required nor should be attempted. Information in the "To" and "From" boxes should include the component designation as well as room number, building, and if desired, name of the sender or recipient. Information sufficient to identify the material for logging purposes should be included in the box "Log Data." It may be necessary to continue the log data on the reverse. By also reversing the first sheet of carbon paper you can continue the data on the backs of both the first and second copies. Classify the log data as appropriate.

b. Upon completing Form 240, snap out the carbons from the four copies.

c. Pending pick-up of the material by the courier, hold Copy No. 1 ("Originating Office Log"). When the courier picks up the material he will initial this copy and on it record the time. The copy then can serve as your log record in lieu of an entry in a log book.

d. Attach Copy No. 2 ("Receiving Office Log") to the material to be enclosed in the envelope. This copy in many cases will eliminate the need for a separate transmittal slip to accompany the material. This copy also can serve as a log record at the point of initial receipt in lieu of a log book entry.

e. Insert Copy No. 3 ("Courier Receipt") and Copy No. 4 ("Action Desk") into the window pocket on the face of the Chain Envelope. (Upon receiving the material, the receiving office will sign Copy No. 3 and give it to the courier. It should be noted that the caption in the signature box on Copy No. 3 is in error. It should read "Signature of Recipient," not "Signature of Courier").

f. Copy No. 4 is an extra copy that may be used to transmit the material from the point of initial receipt to the action desk. It may either remain in the window pocket, or be attached to the material itself. In either case, Copy No. 4 should replace Copy No. 2 which can then be retained by the initial receiving office as its log record.

4. Supplies of revised Form 240 and the new Agency Chain Envelope are now available in Building Supply Rooms. Any questions on the use of these forms should be referred to your Records Officer.

MEMORANDUM FOR: Registry personnel

SUBJECT: Increased Advantages of Using Revised Form 240, Courier Receipt and Log Record, and the New Agency Chain Envelope

1. The new Agency Chain Envelope and its companion, Form 240, have been used in headquarters for over two months. When used properly, these mail control aids are meeting or exceeding expectations for saving mail handling and logging time, envelopes, and storage space in safes. However, it is felt that greater benefits could be gained from the Chain Envelope and Form 240 if their uses and advantages were better understood.

2. The revised Form 240 and the new Agency Chain Envelope serve essentially the same purposes as did their predecessors. That is, they provide for the transmittal and receipt of material sent through the courier system. The significant change is in Form 240. It is now a four-copy form rather than a two-copy one, with two of these copies designed for use as log records by senders and recipients. By following the attached instructions, originators of Form 240 will ensure that full advantage is made of these copies. Observance of the following points will also increase the usefulness of both Form 240 and the Chain Envelope.

a. In all cases, whether Form 240 is to accompany a plain envelope or a Chain Envelope, the stub and all carbons should be snapped out from the four copies. The appropriate copies then can either be inserted in the window pocket of a Chain Envelope or attached by a staple or scotch tape to a plain envelope. It is essential that the stub be removed to avoid any possibility of attaching Form 240 by the stub alone, which increases the chance of copies becoming torn from the stub, and hence lost.

b. Apparently some Chain Envelope users lack confidence in the ability of the window pocket to retain copies of Form 240, or an addressed 3" x 5" card or slip of paper. Accordingly, they either fail to use the pocket at all, or use both an addressed card (or slip of paper) and a Form 240, placing the card in the pocket and attaching the Form 240 to the other corner of the Chain Envelope. Others who use the pocket, seal the opening with either scotch tape or a staple. Neither of these precautions is necessary. There hasn't been a single case of a receipt, slip of paper, or addressed card slipping out of an unsealed pocket while the envelope was enroute.

c. The attached instructions cover the disposition of each copy of Form 240 when used with the Chain Envelope. However, these instructions apply equally to using Form 240 with plain envelopes or wrapped bulk packages. The only exception is that the last two copies in the set ("Courier Receipt," and "Action Desk") will have to be attached to the package or envelope rather than inserted in the window pocket of the Chain Envelope. In no case should any copies other than these two be placed on an envelope or package. Only one of these ("Courier Receipt") should be given to the courier as evidence of receipt. This copy should be signed by the recipient, not initialed.

Attachments:

Instructions for Using the Revised Courier Receipt and the
New Agency Chain Envelope

(Distribution of this memorandum is being promoted by the
Records Management Staff. Your assistance in calling it
to the attention of others in your component will be
appreciated. For further information on the use of Form
240 and the Chain Envelope, or for additional copies of
this memorandum, contact either your Records Officer, or the
Records Management Staff, extensions 4285 or 3862.)

* only for DDI

INDEX OF GUIDE CARDS AND FILE FOLDERS

for
1961 ADMINISTRATIVE FILES

APPROPRIATIONS (Budget)
Appropriations (Budget)

REFERENCE LIBRARY
Reference Library

BUILDINGS AND GROUNDS
Buildings and Grounds
Space

REPORTS
Reports

COLLECTION
Collection
Requirements

SECURITY
Security

COMMITTEES
Committees

TRAINING
Training

DISSEMINATIONS
Disseminations

TRAVEL
Travel

EQUIPMENT AND SUPPLIES
Equipment and Supplies
Procurement

LIAISON
Liaison

MEETINGS
Meetings

ORGANIZATION AND MANAGEMENT
Organization and Management
Administrative Issuances
Establishment, Reorganization & Liquidation
Function and Delegation
Charts, Tables & Ceilings

PERSONNEL
Personnel
A Assignment Actions
Attendance & Absence
Career Service
Classification and Duties
Evaluations

PRODUCTION
Production

RECORDS
Records
Disposition
Vital Materials